



## Transport Clerical

## EMPLOYMENT OPPORTUNITY

**Job Code:** CW16-065

**Post:** August 09, 2017

**Close:** Until filled

**Position Type:** Permanent

**Hours of Work:** Monday to Thursday 12:00 Noon – 8:30 PM and Friday 10:00am to 6:30pm (37.5 hours work week) Hours of work may vary slightly based on operational need.

**Location:** Richmond, BC

**Compensation:** Commensurate with experience

### Position Overview:

Working with our Fleet Supervisor and Router team, this position is responsible for processing all shipping and receiving documents and providing support to day to day operations. This position requires someone who will enjoy a fast paced warehouse/trucking environment and meeting tight deadlines

### Job Description:

- Outbound load documentation
  - Document all required bills of lading and manifests
  - Assemble driver packages by load number
  - Complete out of town manifests and send trailer numbers to Island depot
- Process delivery documentation
  - Process signed bills of lading including delivery confirmation and filing
  - Process cash receipts as needed

### Required Qualification:

- High school diploma or equivalent.

### Other Knowledge, Skills and Abilities:

- Must be conscientious while working with documents
- Excellent data entry and Microsoft Office skills
- OFA Level 2 certification is considered an asset.

### HOW TO APPLY

Interested applicants should submit their resume and cover letter to [careers@containerworld.com](mailto:careers@containerworld.com)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*